

OVER THE COUNTER ITEMS STEP-BY-STEP PROCESS FOR CUSTOMERS

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Included Attachments:

- Application
- Process Flow / Fee Schedule Chart
- Certificate of Title
- Map / Directions to Offices

MINOR SUBDIVISION STEP-BY-STEP PROCESS LOT SPLITS & 711 TRANSFERS (UNDER 5 ACRES)

LOT SPLIT: Creating a new buildable lot **NOT** in an existing subdivision.

711 TRANSFER: Transfer of acreage between 2 or more adjoining property owners where no new lots are being created.

****** IF ALL PARCELS ARE OVER 5 ACRES WITH LEGAL ROAD FRONTAGE ******

No review is necessary and a Survey/Mylar can be created and be signed & stamped by an Ohio Registered Surveyor and taken directly to Tax Map Office (**Skip to Step #4**).

STEP ONE: CERTIFICATE OF COMPLIANCE

1. Applicant will need to obtain a **paper copy of the Survey Plat** of the proposed Lot Split or 711 Transfer created by an Ohio Registered Surveyor or request a certificate of compliance concept map from Permit Central.
2. Applicant obtains signature from the Township Zoning Administrator on Survey/ Concept Map. ***Except if located in Washington Township (no zoning)***
 - a. If the property is located on a State Route, obtain an approved signature from Ohio Department of Transportation (ODOT).

Thomas G. Makris: (513) 933.6575 - tom.makris@dot.state.oh.us
District Permit Supervisor - ODOT District 8

3. Applicant submits attached application with the map or survey (*signed by township where property is located and ODOT where applicable*) to Permit Central along with appropriate fee (see attached flow chart).

NOTE: WE DO NOT CREATE CERTIFICATES OF COMPLIANCE CONCEPT MAPS FOR PROPERTIES LOCATED IN AN EXISTING SUBDIVISION.

Once you have submitted application/map and paid application fees – the following agencies will review the Lot Split/711 Transfer (**10 DAY** process handled by County Staff):

- CLERMONT BUILDING DEPARTMENT
- CLERMONT PUBLIC HEALTH / CLERMONT WATER RESOURCES DEPT.
 - Residential:
 - Septic – Clermont Public Health
 - Public – Clermont Water Resources
 - Commercial:
 - Septic – Ohio EPA
 - Public – Clermont Water Resources
- CLERMONT ENGINEER'S OFFICE
- CLERMONT PLANNING DEPARTMENT

****Once all the reviewing agencies have approved the Certificate of Compliance, the applicant will be notified using phone number provided on application.**

STEP TWO: OBTAIN MYLAR COPY OF SURVEY PLAT

Once you have been notified that ALL reviewing agencies have approved the Certificate of Compliance you will be asked to obtain the Mylar, prepared by an Ohio Registered Surveyor and signed by appropriate Township.

STEP THREE: BRING IN MYLAR TO BE APPROVED

CALL FOR AN APPOINTMENT:

Community & Economic Development
Planning Division
101 E. Main Street
Batavia, Ohio 45103
(513) 732.7825

The Mylar will be brought to the Community & Economic Development office located in the County Administration building (attached map). This Mylar will need to have Township approval signature and signed & stamped by an Ohio Registered Surveyor.

Mylar will only be approved if it matches the approved Certificate of Compliance and has been reviewed and signed by Township

STEP FOUR: SUBMIT TO TAX MAP

What TAX MAP will need:

1. Approved Mylar
2. Legal Descriptions for each new parcel
3. Deeds for each new parcel

Tax Map Address:

101 E. Main Street
Batavia, Ohio 45103
(Location map attached)

Tax Map Phone Number: 513.732.7370

The Community & Economic Development office is located on the 3rd floor of the County Administration Building. Check in with the receptionist in the Commissioners' Office.

REPLAT OF EXISTING SUBDIVISION STEP-BY-STEP PROCESS

REPLAT: Transfer of acreage between 2 or more adjoining property owners in an existing subdivision **OR** Adding or removing an easement from an existing lot in a subdivision **OR** Consolidating lots in an existing subdivision.

STEP ONE: CERTIFICATE OF COMPLIANCE

1. Applicant will need to obtain a **paper copy of the Survey Plat** of the proposed Replat created by an Ohio Registered Surveyor.
2. Applicant obtains signature from the Township Zoning Administrator on Replat.
Except if located in Washington Township (no zoning)
3. Applicant submits attached application with Replat (signed by township where property is located) to Permit Central along with appropriate fee (see attached flow chart).

The Review Process (Handled by County Staff)

Once you have submitted application/survey and paid application fees - the following agencies will review the Replat:

- CLERMONT BUILDING DEPARTMENT
- CLERMONT PUBLIC HEALTH/ CLERMONT WATER RESOURCES
 - Residential:
 - Septic – Clermont Public Health
 - Public – Clermont Water Resources
 - Commercial:
 - Septic – Ohio EPA
 - Public – Clermont Water Resources
- CLERMONT ENGINEER'S OFFICE
- CLERMONT PLANNING DEPARTMENT

****Once all the reviewing agencies have approved the paper copy of the survey, the applicant will be notified using phone number provided on application.**

STEP TWO: MYLAR COPY OF REPLAT

1. Obtain Mylar copy of Replat from Registered Ohio Surveyor.
2. Take the Mylar to Township Zoning for review and signature.
3. Have property owners' and lien holders' signatures notarized.
 - a. **Notary seal must be in ink, embossing is not allowed.**
 - b. **Notary seal text must be legible.**

STEP THREE: BRING IN MYLAR TO BE APPROVED

You will need to bring Mylar to the Community & Economic Development office located in the County Administrative Building (see attached map).

CALL FOR AN APPOINTMENT:

Community & Economic Development
Planning Division
513.732.7825
101 E. Main Street
Batavia, Ohio 45103

1. Deliver Mylar (Township approved/notarized property owners' and lien holders' signatures) to Community & Economic Development office.
2. A recording fee of \$80 per page needs to be submitted at this time.

This can only be cash or check made payable to Clermont County Treasurer.

IN THE PROCESS

1. The County Engineer's Office submits Replat to Board of County Commissioners to be placed on their agenda. Typically this takes 2 weeks for the Board of County Commissioners' approval, but this is dependent on their meeting schedule. Once recording fee has been paid, the County Engineer's Office records the Plat in the Recorder's Office.

****Plat will not be recorded until recording fee is received****

2. Staff from Community & Economic Development will contact the applicant once the Replat has been recorded.

The Community & Economic Development office is located on the 3rd floor of the County Administration Building. Check in with the receptionist in the Commissioners' Office.

5 ACRE PLUS SUBDIVISION STEP-BY-STEP PROCESS

5 ACRE PLUS SUBDIVISION: When a proposed division of land involves the creation of lots five acres or larger with new streets or easements of access and has no existing legal road frontage.

STEP ONE: RECORD PLAT

1. Applicant will need to obtain a **paper copy of the Record Plat** of the proposed 5 Acre Plus Subdivision created by an Ohio Registered Surveyor.
2. Applicant obtains signature from the Township Zoning Administrator on Record Plat.
Except if located in Washington Township (no zoning)
 - a. If the property is located on a State Route, obtain an approved signature from Ohio Department of Transportation (ODOT).

Thomas G. Makris: (513) 933.6575 - tom.makris@dot.state.oh.us
District Permit Supervisor - ODOT District 8

3. Applicant submits attached application with the Record Plat (*signed by township where property is located and ODOT where applicable*) to Permit Central along with appropriate fee (see attached flow chart).

The Review Process (Handled by County Staff)

Once you have submitted application/survey and paid application fees - the following agencies will review the Record Plat:

- CLERMONT BUILDING DEPARTMENT
- CLERMONT PUBLIC HEALTH/ CLERMONT WATER RESOURCES
 - Residential:
 - Septic – Clermont Public Health
 - Public – Clermont Water Resources
 - Commercial:
 - Septic – Ohio EPA
 - Public – Clermont Water Resources
- CLERMONT ENGINEER'S OFFICE
- CLERMONT PLANNING DEPARTMENT

****Once all the reviewing agencies have approved the paper copy of the survey, the applicant will be notified of the next steps using phone number provided on application.**

STEP TWO: MYLAR COPY OF RECORD PLAT

1. Obtain Mylar copy of Record Plat from Registered Ohio Surveyor.
2. Take the Mylar to Township Zoning for review and signature.
3. Have property owners' and lien holders' signatures notarized.
 - a. **Notary seal must be in ink, embossing is not allowed.**
 - b. **Notary seal text must be legible.**

STEP THREE: BRING IN MYLAR OF RECORD PLAT FOR APPROVAL

You will need to bring signed Mylar of Record Plat and Certificate of Title (prepared by an attorney, see attached) to the Community & Economic Development office located in the County Administrative Building (see attached map).

CALL FOR AN APPOINTMENT:

Community & Economic Development
Planning Division
513-732-7825
101 E. Main Street
Batavia, Ohio 45103

1. Deliver Mylar (Township approved/notarized property owner's and lien holders' signatures) and Certificate of Title (prepared by an attorney) to Community and Economic Development.
2. A recording fee of \$80 per page needs to be submitted at this time. **This can only be cash or check made payable to Clermont County Treasurer.**

IN THE PROCESS:

1. The County Engineer's Office submits the mylar copy of the Record Plat to the County Commissioners. Typically this takes 2 weeks for the Board of County Commissioners approval, but this is dependent on their meeting schedule. Once recording fee has been paid, the County Engineer's Office records the Record Plat with the Recorder's Office.

****Plat will not be recorded until recording fee is received****

2. Staff from Community & Economic Development will contact the applicant once the Replat has been recorded.

The Community & Economic Development office is located on the 3rd floor of the County Administration Building. Check in with the receptionist in the Commissioners' Office.

CLERMONT COUNTY PERMIT CENTRAL**Type:** Lot Split

711 Transfer

Re-plat

ELR

PROJECT #:**APPLICANT/OWNER INFORMATION**

Applicant Name

Daytime Phone:

Mailing Address

City/State/Zip

Owner Name

Mailing Address

City/State/Zip

PROPERTY INFORMATION

Existing Tax Parcel Number:

Township:

Street Name:

Adjacent Address:

Nearest Intersection:

House Size (# of Bedrooms):

Existing Parcel Acreage:

Proposed Parcel Acreage:

Proposed # of Lots:

Subdivision Name (if Replat):

Public Sewer Available:

YES

NO

Water Source:

AFFIDAVIT

I, _____, the applicant, hereby certify that all material submitted with this application is true and correct and that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to the regulations and all applicable laws of the State of Ohio and the County of Clermont. I also certify that the record owners and any lien holders of the property herein platted do by accept said minor subdivision of the parcel and consent to the execution and recording the same.

State of Ohio County of _____

ss

Signature of Applicant

This _____ day of _____ A.D. 20_____

Notary Public

My Commission Expires _____

Revised: 4.19.13

**Note: This affidavit shall be completed and notarized when applying for a Minor Subdivision or a 711 Transfer.*

Existing Lot Review Fees

Health Department

Fee

Application Fees

Department	Fee
Base Application Fee	\$35.00
Building Department	
Planning Department	
Health District	
Total Amount Due:	

What is the customer trying to do?

In order to fill out an application, the customer should have at the very least a survey plat from a registered surveyor **OR** a certificate of compliance concept map. A certificate of compliance concept map can be requested from Permit Central (except for replats)

LOT SPLIT

(creating a new buildable lot **NOT**
in an existing subdivision)

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711 TRANSFER

(transfer of acreage between 2 or
more adjoining property owners
where no new lots are created)

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REPLAT

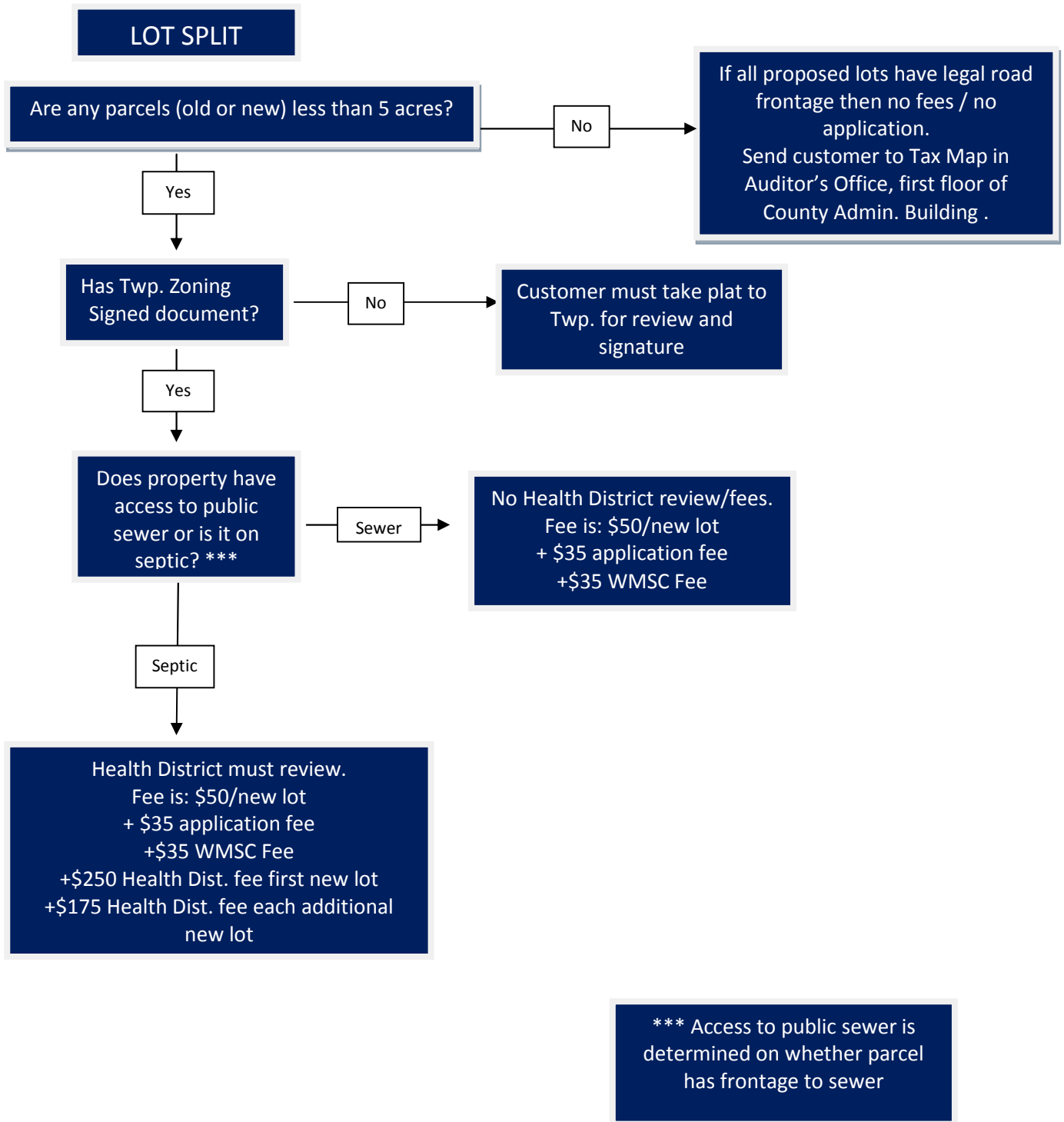
(transfer of acreage between 2 or
more adjoining property owners in
an **existing** subdivision) **or**
(adding or removing an easement
from an **existing** lot in a
subdivision) **or** (consolidating lots
in an existing subdivision)

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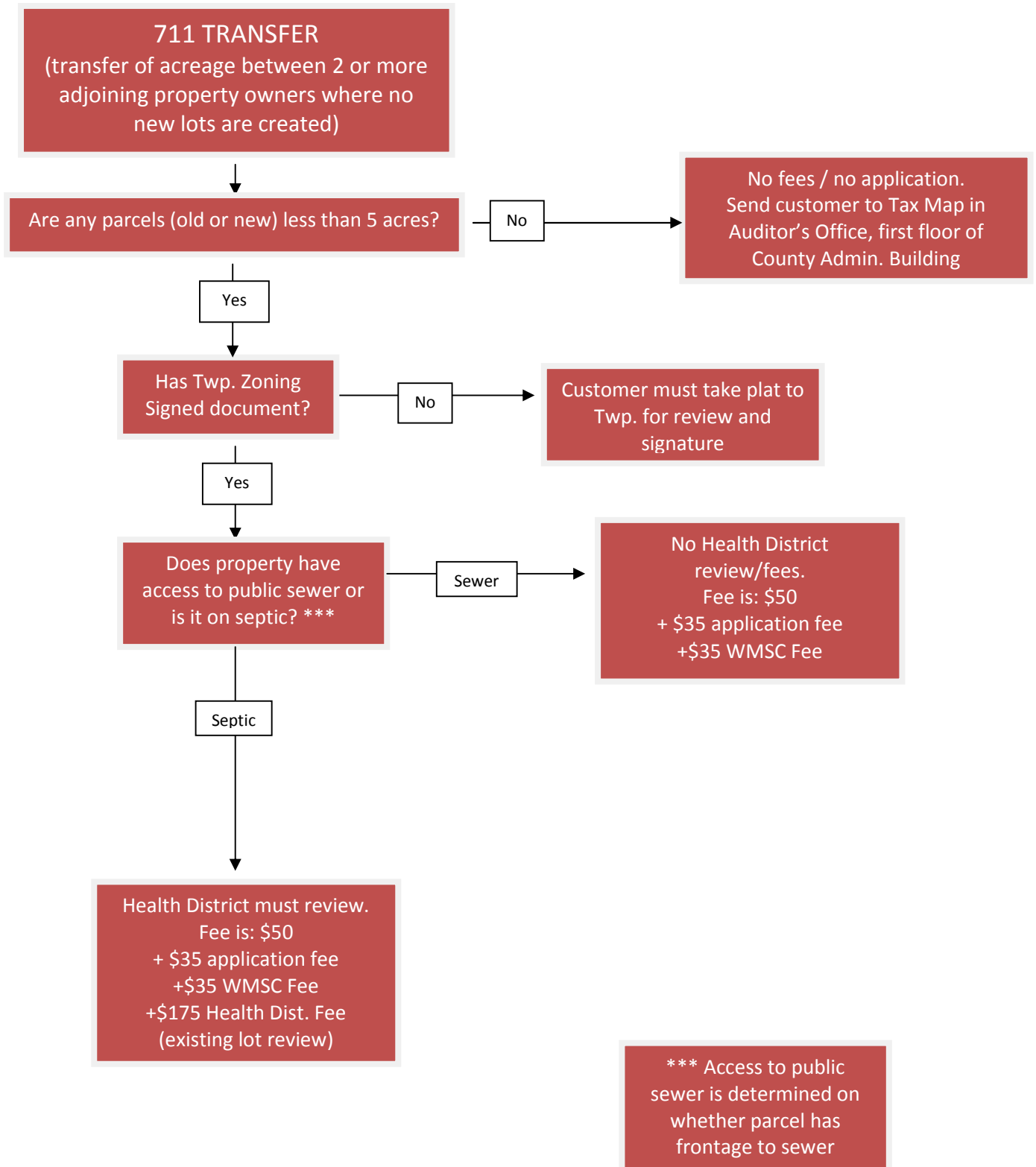
REQUIRED ITEMS TO ACCEPT APPLICATION

- 1) Signatures on paper plat – all signature blocks on paper survey plats (not including County agencies) must be signed: Township, ODOT, etc.
- 2) Notary – application signature needs to be notarized

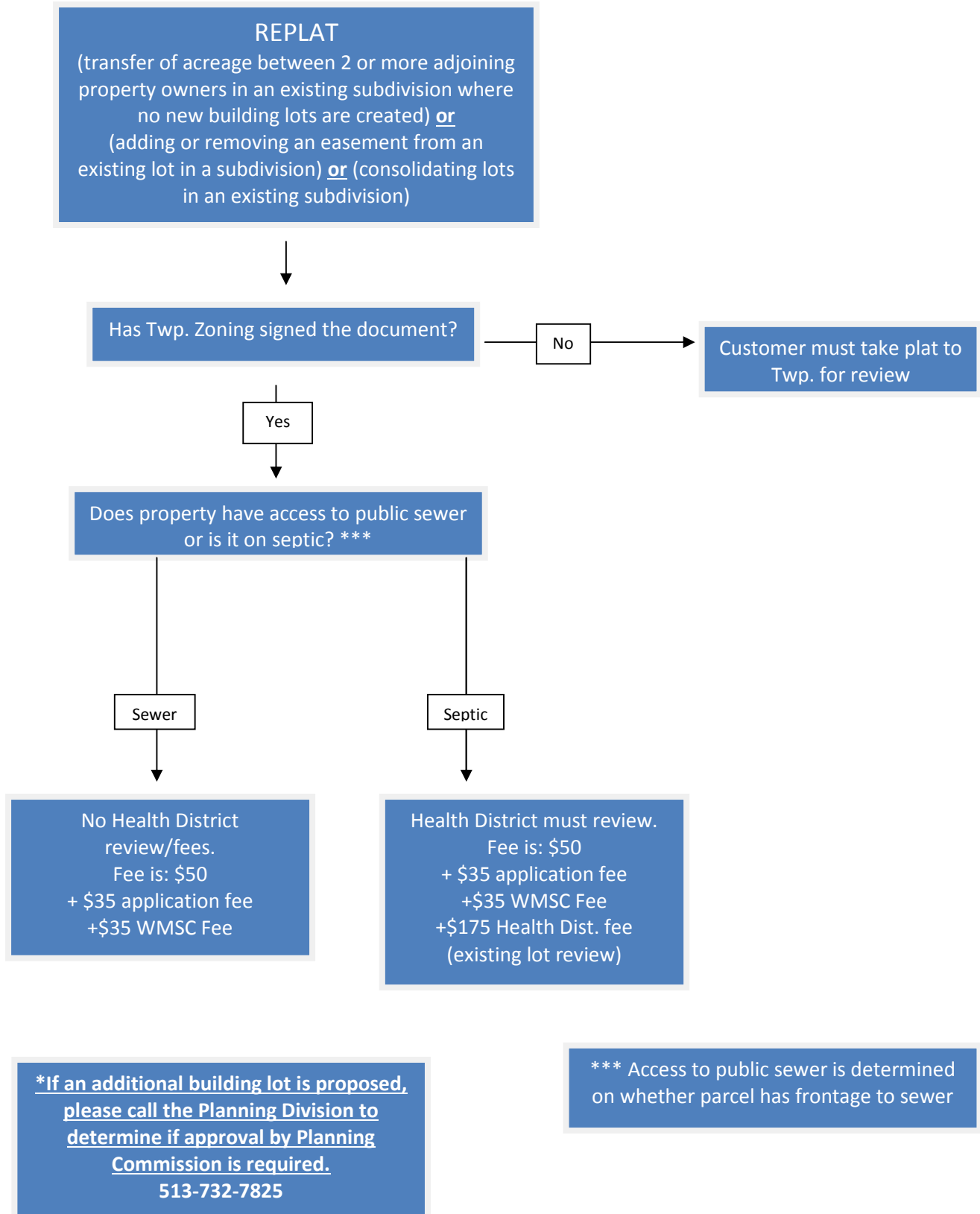
Required Documentation – survey plat or certificate of compliance concept map



Required Documentation – survey plat or certificate of compliance concept map



Required Documentation – survey plat (certificate of compliance concepts maps are not accepted for replats)



CERTIFICATE OF TITLE

Date: _____, 20____
Batavia, Ohio

To the Board of County Commissioners
Of Clermont County, Ohio:

The undersigned, _____, an attorney-at-law, practicing in _____ County, Ohio, hereby certifies that he/she has examined the title to all land dedicated to public use as Public Roads and/or walkways and/or Easements for maintenance and operation of Storm and/or Sanitary Sewers, as shown on the proposed plat of _____ Subdivision, approved by the Clermont County Planning Commission, on _____, 20____, and that _____ (owner/developer) has good and marketable title thereto in fee simple, subject only to the following:

Taxes— Current, Unpaid: _____
Taxes—Delinquent: _____
Assessments: _____
Other Liens and Encumbrances: _____

Attorney-at-Law

GUARANTEE OF PAYMENT OF ASSESSMENTS

In consideration of the acceptance of the property described in the foregoing certificate and tendered on the plat therein described, the undersigned agree to pay all taxes and assessments which now are a lien, or which may become a lien on the said premises prior to such time as the same are accepted as public ways.

Owner or Developer

Signature

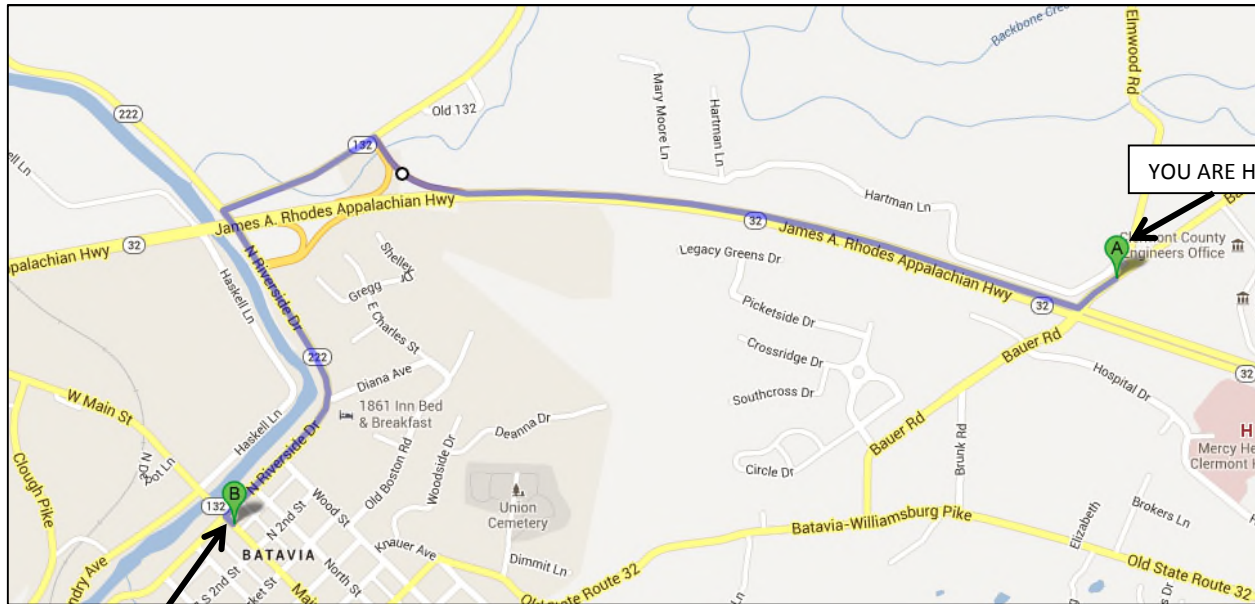
COMMUNITY & ECONOMIC DEVELOPMENT HAS MOVED EFFECTIVE JULY 15, 2013

The offices listed below are now located at the County Administration Building:

101 E. Main Street, 3rd Floor
Batavia, Ohio 45103

<u>Department</u>	<u>Telephone Number</u>
Community Development - CDBG, CHIP, Moving Ohio Forward	513-732-7125
Economic Development	513-732-7825
Planning	513-732-7825
Geographic Information Systems	513-732-7357

Directions to 101 E. Main Street, Batavia OH



Turn **LEFT** out of Permit Central driveway onto Bauer Road
Turn **RIGHT** onto SR 32
Take the SR 132/22 exit, and turn **LEFT** off the exit ramp onto SR 132
Turn **LEFT** onto SR 222

The Clermont County Administration Building is at 101 East Main Street

- It is at the corner of East Main and SR 222/Riverside Drive (across the street from UDF)
- Free parking is available along Main Street or in a public lot behind the building

The offices are located on the 3rd floor of the County Administration Building.